Recall Procedure - Still in Draft form Receive recall Α from Manufacturer Generate Follow up letter to Contract Enter project ID in FleetAnywhere Yes Vehicle Finished? Enter vehicle list No **Call Contact** Yes Add Is it for all Missing vehicles? Vehicles No Yes Vehicle Finished? Generate Work Order No Letter to the director **Generate Letters** Yes Vehicle Receive Completed Finished? Invoices No **Update Fleet** Assess a fine Anywhere Yes Vehicle Close Work Finished? Order No No Shut off fuel Past Are all No vehicles Compliance complete? Time? Yes Vehicle Finished? Yes Yes No **End** Vehicle End Α Take vehicle Finished